

## Recommendations for MRF & Hauler Reporting to RUs

---

Your customers that are local government recycling programs (responsible units, or RUs) are required to report the total tons of recyclable materials collected from their residents annually to the Department of Natural Resources. Many RUs rely on you, their hauler or materials recovery facility (MRF), for this information. Providing them with the correct information will not only help your customers, but it may also help MRFs in completing their annual self-certification.

RUs will begin working on their annual reports covering calendar year 2017 in February 2018. The reports will be due to DNR on April 30, 2018.

### How can you help your RU customers?

- Providing accurate recyclables tonnages (and trash, if included in your contract) to the RUs you serve so that each RU has the information they need to submit their report on time. As a reminder, it is a requirement under Ch. NR 544.16(3)(a)17, Wis. Adm. Code, to provide this information to RUs by February 1 of each year.
- Using the template below for reporting tonnages of recyclables. Adopting this format will ensure their report is accurate and will reduce confusion that often results in follow-up with both the MRF/hauler and RU.
- Reporting materials in consistent units. While the RU Annual Report accepts the measurement units of “tons”, “pounds”, or “number of”, the unit of “tons” is the most widely accepted unit and helps to maintain consistency when the numbers are being transcribed from the report you provide to an RU Annual Report. For more information on Volume-to-Weight Conversion Factors, please see the April 2016 U.S. Environmental Protection Agency’s guidance on this topic at [https://www.epa.gov/sites/production/files/2016-04/documents/volume\\_to\\_weight\\_conversion\\_factors\\_memorandum\\_04192016\\_508\\_fnl.pdf](https://www.epa.gov/sites/production/files/2016-04/documents/volume_to_weight_conversion_factors_memorandum_04192016_508_fnl.pdf).
- Breaking down the tonnages by the proper material type helps the RU separate the tonnages for the Table 1 materials from the other materials.

**Note** that residential mixed paper grades should be included in the Table 1 recyclable items. Newspaper and magazines may also be included with mixed residential paper if not sorted.

**Note** that categories such as “rigid plastics” or “other” are not listed in this table. These are not categories used in the RU Annual Report and thus should not be used.

### Table 1 Materials Descriptions:

- **Newspapers** - newspapers or items printed on newsprint-style paper.
- **Corrugated cardboard** - corrugated cardboard or paperboard.
- **Magazines** - magazines or items printed on similar glossy paper.
- **Residential mixed paper** - junk mail, home office paper, paper cartons and packaging, etc.
- **Aluminum containers** - aluminum cans or other food/beverage containers.
- **Steel (tin)/bi-metal containers** – steel/tin cans such as for canned vegetables.
- **Plastic containers #1 & 2** - soda/water/juice bottles, milk jugs and laundry detergent bottles (PETE and HDPE).
- **Plastic containers #3-7** - plastic containers, such as yogurt cups, deli containers, etc. (PVC, LDPE, PP, and PS).
- **Foam polystyrene packaging** - block Styrofoam packaging and food/beverage containers.
- **Glass containers** - glass bottles or jars.

Each year, the DNR devotes a significant amount of staff time following up with RUs to correct tonnage data problems. The way you format your tonnage report to your RUs can affect the completeness and accuracy of tonnages they report to DNR. A report format that mirrors the DNR annual report form can reduce follow-up calls from a RU or DNR to correct wrongly reported tonnage data. We appreciate your assistance in helping us all to serve the RUs in their efforts to implement effective recycling programs statewide.

**Questions?** Contact Ariana Mankerian, DNR Recycling Specialist at [ariana.mankerian@wisconsin.gov](mailto:ariana.mankerian@wisconsin.gov) or (608)266-6965.

## Sample Tonnage Report Template:

Breakdown of Recyclable Materials	
Year:	
City/Town:	
Municipal Code:	
Individual Material Collected (for Section 3B)	Weight (tons)
Newspaper	
Corrugated cardboard	
Magazines	
Residential mixed paper (may include newspaper & magazines)	
Aluminum containers	
Steel/bi-metal (tin) containers	
Glass containers	
Plastic containers #1 and #2	
Plastic containers #3 - #7	
Foam polystyrene packaging	
<b>Subtotal Individual Materials</b>	
Co-mingled Materials Collected (not reported individually above)	Weight (tons)
Co-mingled paper	
Co-mingled containers	
Single source co-mingled	
<b>Subtotal co-mingled</b>	
<b>TOTAL RECYCLABLES TONNAGE COLLECTED</b>	
Other Materials (for Section 3C)	Weight (tons/pounds/number of)
Waste Tires	
Waste Oil	
Oil Filters	
Electronics	
Major Appliances	
Lead Acid Batteries	
Yard Waste	
Non-residential Office Paper	
<b>Trash</b>	